

ELECTRONIC CASE FILING ECF



User's Manual

Western District of Oklahoma
(Revised September 27, 2004)

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Electronic Case Filing System User's Manual

Getting Started.

Introduction.

This manual provides instructions on how to use the Electronic Case Filing (ECF) System to file documents with the Court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet Explorer or, Netscape.

Help Desk.

Contact the Court's Help Desk between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, if you need assistance using the ECF System.

Help Desk: **1-405-609-5555**
1-888-609-6593

E-mail: helpdesk@okwd.uscourts.gov

ECF System Capabilities.

The ECF System allows registered participants with Internet access to perform the following functions:

- Open the Court's web page (no Login or Password necessary)
- View or download the most recent version of the User's Manual (no Login or Password necessary)
- Practice entering pleadings into ECF using a ("training") database that is similar to the official live ECF database (special Logins and Passwords available on our website)
- Electronically file pleadings and documents in actual ("live") cases (must use your ECF Login and Password)
- View official docket sheets and documents associated with cases (must use your PACER Login and Password)
- View various reports for cases that were filed electronically (must use your PACER Login and Password)

Requirements.

Hardware and Software Requirements.

- A personal computer running a standard platform such as Windows or Macintosh.
- A word processing program to create documents.
- An Internet Service Provider (ISP) to access ECF and email.
- An Internet browser. Internet Explorer 5.5 and Netscape Navigator 4.7x are fully supported.
- Portable document format (PDF) **reader** software (such as Adobe Acrobat Reader).
- Portable document format (PDF) **writer** (converter) software. (For more information go to <http://pacer.psc.uscourts.gov/documents/imagingWPprint.pdf>)
- A scanner (OPTIONAL) for imaging documents that are not available in electronic format.

PACER Registration.

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF System. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF.

Participants will need to register with the Court to receive a login and password for the ECF System. Participants can go to our web site at www.okwd.uscourts.gov and click on ECF Training to obtain information about the system, download the ECF Registration form, the Policy and Procedures Manual and the ECF Filing Menus.

Completed registration forms should be mailed to:

ECF Registration
Office of the Court Clerk
U.S. District Court for the Western District of Oklahoma
200 N.W. 4th Street Room 1210
Oklahoma City, OK 73102

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by regular, first-class mail or the registrant may pick up the assigned User Login and Password at the Clerk's Office.

Preparation.

Setting Up the Acrobat PDF Reader.

Users must set up PDF Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format.

*Note if you choose to use Adobe's Acrobat Reader software, it can be downloaded free at <http://www.adobe.com/products/acrobat/readermain.html>

Portable Document Format (PDF).

Only PDF (Portable Document Format) documents may be filed with the Court using the ECF System. Before sending the file to the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File.

- Start the Adobe Acrobat program.
- Go to the ***File*** menu and choose ***Open***.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the ***View*** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format.

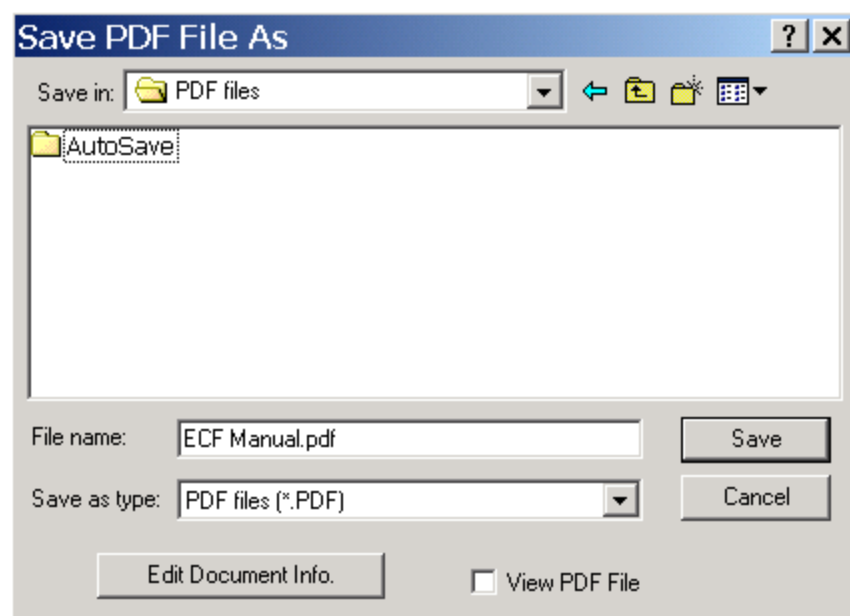
You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) System. The conversion process requires special software such as Adobe Acrobat Writer. For more information on PDF conversion go to

<http://pacer.psc.uscourts.gov./documents/imagingWPprint.pdf>

This is an example of the conversion process utilizing Adobe Acrobat Writer as the conversion software.

Using any word processing program:

- Install Adobe Acrobat Writer on your computer
- Open the document to be converted
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDF Writer** or **Distiller***.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDF Writer, and follow the directions above.

**You must have Adobe Acrobat Writer or Distiller installed on your computer to see these choices listed.*

Basics.

User Interactions.

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions Used in this Manual.

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error.

A document incorrectly filed in a case may result from a) posting the wrong PDF file to a docket entry; b) selecting the wrong document type from the menu; or c) entering the wrong case number and not discovering the error before completing the transaction.

Please telephone:

ECF Help Desk

1-405-609-5555

as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF System does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log.

This feature, selected from the **Utilities** menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk as soon as possible.

User's Manual.

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page at <http://www.okwd.uscourts.gov>. When the Court's web page opens, click on the **ECF Information** button.

A Step-By-Step Guide.

Below is a step-by-step guide for accessing the system, filing a motion, and displaying a docket sheet.

How to Access the System.

Users can get into the 'live' system via the Internet by going to

<https://ecf.okwd.uscourts.gov>

Or, from the Western District of Oklahoma's Web site www.okwd.uscourts.gov

Click on **ECF Access**

Click on **New CM/ECF** system

Click on **Western District Court of Oklahoma – ECF Live**

Logging In.

The next screen is the login screen.

ECF/PACER Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:
Password:
client code:

Login

Clear

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]**.

- If the ECF System does not recognize your login and password, it will display the following error message on a new screen:
Login failed either your login name or key is incorrect
- Click on the **[Back]** button and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of hyperlinked options on the top bar.



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you suspect an unauthorized party is using your login and password, please telephone the Court's Help Desk at 405-609-5555 as soon as possible.

Selecting ECF Features.

ECF provides the following features that are accessible from the blue menu bar at the top of the opening screen.

<u>Civil</u>	Select Civil to electronically file all civil case pleadings, motions, and other Court documents.
<u>Criminal</u>	Select Criminal to electronically file all criminal case pleadings, motions, and
<u>Query</u>	Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF.
<u>Reports</u>	Choose Reports to retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.
<u>Utilities</u>	Choose Utilities to view your personal ECF transaction log and to maintain your personal ECF account information.
<u>Logout</u>	Logout allows you to exit from ECF and prevents further filing with your password until the next time you log in.




Civil Events Feature.

Registered participants will use the Civil feature of ECF to electronically file a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations.

Manipulating the screens.

Each screen has the following two buttons:

-  clears **all** characters entered in the box(es) on that screen.
-  or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake.

Use the **Back** button on your browser toolbar to go back and correct an entry made on a previous screen. Or, click on any hyperlink on the blue ECF menu bar to **abort** the current transaction. ECF will reset to the beginning of the process you just selected. However, once the document is transmitted to the Court, only the Court can make changes or corrections.

Signatures; Affidavits of Service.

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., “s/ (attorney name).”

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) **Approval for Electronic Signature:** The attorney whose User Login and Password is being used to file the pleading or other paper may obtain approval from any other attorney to state that the other attorney has authorized the filed to electronically sign the document. Such approval shall be indicated as follows:

s/ Plaintiff Attorney
*(Signed by Filing Attorney with
permission of Plaintiff Attorney)*

Electronic signature or s/ Filing Attorney

The filing attorney is responsible for maintaining a record of when and how permission was obtained to sign the other attorney’s name until all appeals have been exhausted or the time of seeking appellate review has expired.

- (b) **Approval by Signature:** The attorney whose User Login and Password is being used to file the pleading or other paper may obtain and maintain a paper copy of the document signed by the other attorney. Possession of a signed copy shall be indicated as follows:

s/ Plaintiff Attorney
*(Signed copy of document bearing
signature of Plaintiff Attorney is being
maintained in the office of Filing Attorney)*

Electronic signature or s/ Filing Attorney

The filing attorney shall maintain the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

- (c) Anyone who disputes the authenticity of any signature must file an objection to the pleading or other paper within ten (10) days of service.

Filing a Civil Complaint.

All Initiating Documents (i.e. complaints, notices of removal, applications to proceed *in forma pauperis*, praecipes, summonses, and civil cover sheets shall be submitted in PDF format to:

newcases@okwd.uscourts.gov

New civil cases will not be filed until the filing fee has been paid. Payment of any fee required for filing a pleading or other paper is payable to the Clerk of Court by credit card, check, money order, or cash.

Filing Documents for Civil Cases.

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see ECF Filing Menus);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(ies) filing the document;
- 4) Specify the PDF file name and location for the document to be filed;
- 5) Add attachments, if any, to the document being filed;
- 6) Modify docket text as necessary;
- 7) File the pleading to ECF; and
- 8) Receive Notification of Electronic Filing (NEF).

After successfully logging into ECF, follow these steps to file a pleading.



1. Select the type of document to file.

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion you wish to file. The type of motion you select from this list should represent the document you are filing.

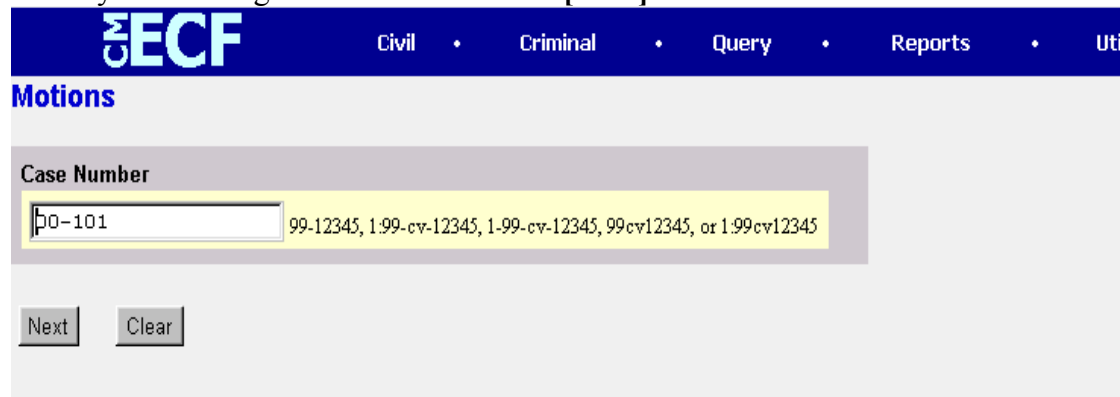


For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

Note: If you are asking for multiple ‘reliefs’ in one motion you must select each ‘relief’ from this menu. To select more than one ‘relief’ press and hold down the **Ctrl** key, and click on each of the desired choices.

2. Enter the case number in which the document is to be filed.

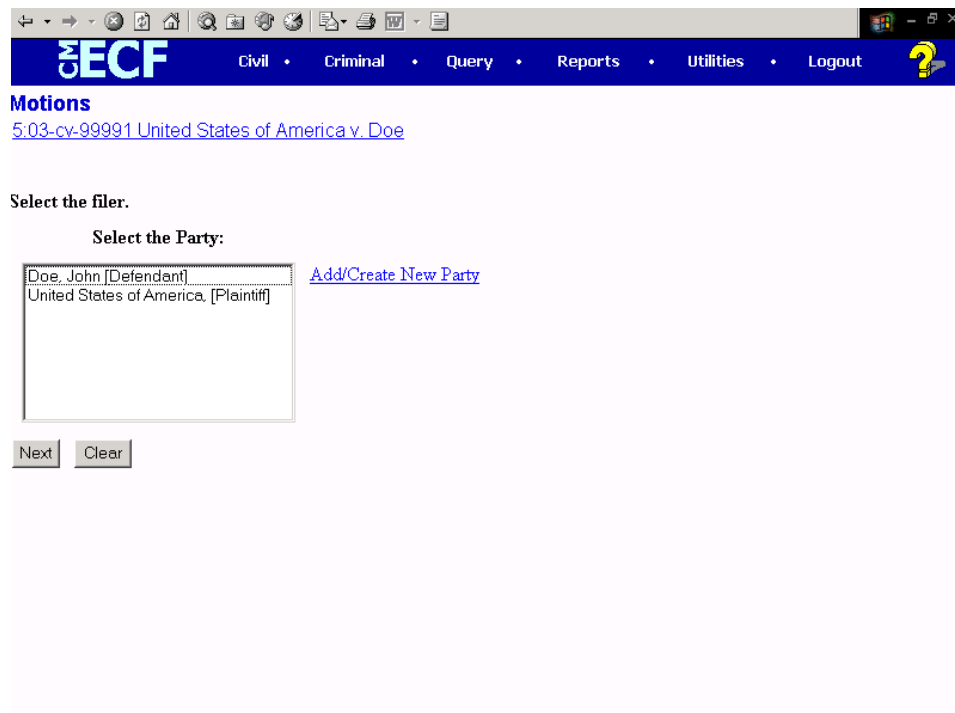
A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.



The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below the bar, the word "Motions" is displayed in blue. The main content area has a light gray background. A section titled "Case Number" contains a text input field with "0-101" entered. To the right of the field, a yellow tooltip displays the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

- If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.
- When the case number is correct, click on **[Next]**.

3. Designate the party(ies) filing the document.



The screenshot shows the ECF Motions screen after the case number has been entered. The browser window title is "5:03-cv-99991 United States of America v. Doe". The page shows the "Motions" header and the case name as a link. Below this, the instruction "Select the filer." is followed by "Select the Party:". A list box contains two entries: "Doe, John [Defendant]" and "United States of America, [Plaintiff]". To the right of the list box is a link "Add/Create New Party". Below the list box are "Next" and "Clear" buttons.

Highlight the name of the party or parties for whom you are filing the motion. If you represent multiple defendants or plaintiffs you may select the appropriate parties by holding down the control key while pointing and clicking on each party name.

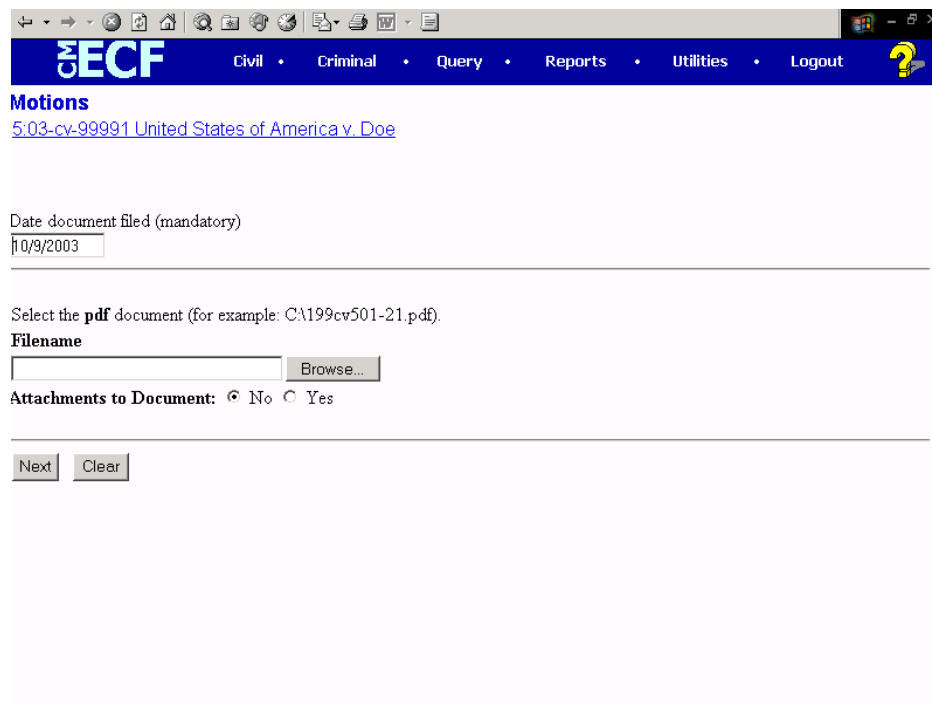
After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**. **If you click this, you are adding a party to the case.**

4. Specify the PDF file name and location for the document to be filed.

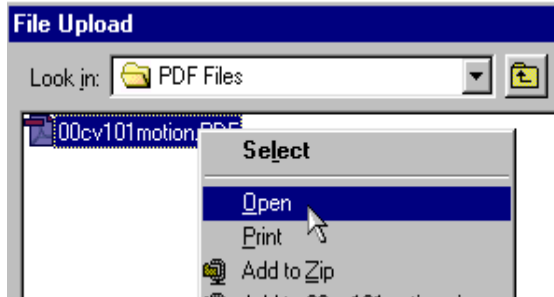
ECF accepts the party or parties you selected and refreshes and then displays the **Motions** screen depicted below. ECF displays a field for locating and entering the PDF document (pleading) you are filing.

Note: All documents that you intend to file in ECF **MUST** be in **.PDF** format and less than 2 megabytes in size otherwise ECF will not accept the document.

The screenshot shows a web browser window with the ECF (Electronic Case Filing) interface. The top navigation bar is blue with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "5:03-cv-99991 United States of America v. Doe". The main content area is white and contains a form. The first field is "Date document filed (mandatory)" with a date picker set to 10/9/2003. Below this is a section for selecting a PDF document, with the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label, a text input field, and a "Browse..." button. Below the input field is the "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

- Click on the **[Browse]** button.
- Navigate to the appropriate directory to select the PDF document you wish to file.
- Highlight the file to upload to ECF.
- Right mouse click on the document you plan to file.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. This allows you to view the document to verify that a) you are attaching the correct document for filing and b) that the signature block is correct.



- Once you have verified the document is correct, close the PDF viewer and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

Date document filed (mandatory)
10/9/2003

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename
C:\temp\motion.pdf

Attachments to Document: ☒ No ☐ Yes

- If there are no attachments/exhibits to the motion, click on **[Next]**. A new **Motions** window opens. Go to **Section 6**, “Modifying Docket Text,” to proceed with your filing.
- If you have attachments/exhibits to your motion, you will select **Yes** on the screen depicted above. Click on **[Next]** and proceed to the first step in **Section 5**, “Add Attachments/Exhibits to Documents Being Filed.”

5. Add attachments/exhibits to documents being filed.

If you have indicated that there are attachments/exhibits to the document you are filing, you will get the screen depicted below.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page title is "Complaints and Other Initiating Documents" followed by the case number "5:03-cv-09991 United States of America v. Doe".

The main section is titled "Select one or more attachments." and contains three instructions:

- 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
- 2) At your option, select a document type and/or enter a description.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The form includes a "Filename" input field with a "Browse..." button. Below this is a "Type" dropdown menu and a "Description" text box with a red instruction: "Please number each attachment (i.e., 1 - Smith Deposition)". At the bottom, there is a list box containing "C:\temp\exhibit 1.pdf", with "Add to List" and "Remove from List" buttons. A "Next" button is also present.

- Click on **[Browse]** to search for the document file name of the attachment/exhibit.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection. These words will be added as part of the description. Do not repeat them in the 'Description'.
- **Always** describe the attachment. Click in the **Description** box and type a clear and concise description of the document you are attaching.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new screen opens to display the file name of the newly attached document.

This screenshot is similar to the previous one, but it shows the "Add to List" button being clicked. The filename "C:\temp\exhibit 1.pdf" is now in the list box, and the "Add to List" button is highlighted with a black circle. The "Next" button is also visible.

- Repeat the sequence for each additional attachment/exhibit.
- After adding all of the desired attachments/exhibits click on **[Next]**.

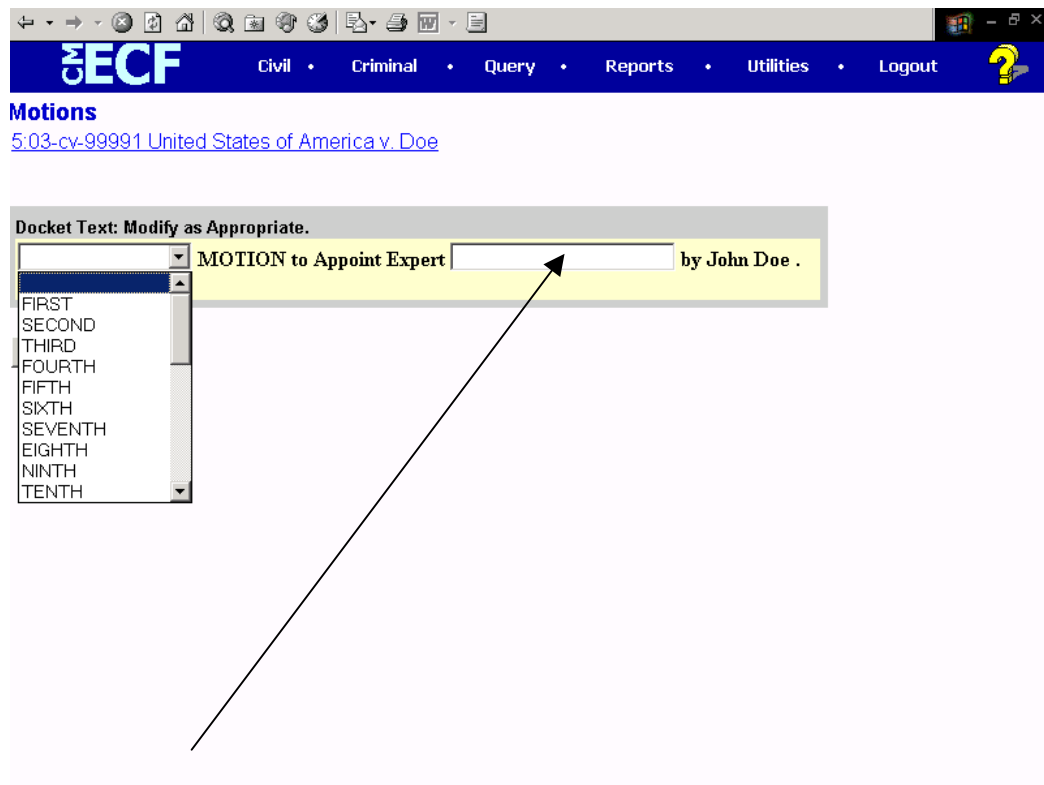
When Attachments And Exhibits Cannot Be Filed Electronically.

Documents, attachments or exhibits that cannot be filed electronically will need to be filed conventionally. Follow the procedures outlined in our Policy & Procedure Manual for 'Conventional Filings'.

Note: Documents that exceed the 2-megabyte file size limit will need to be divided into smaller files before the ECF System will accept them.

6. Modify docket text.

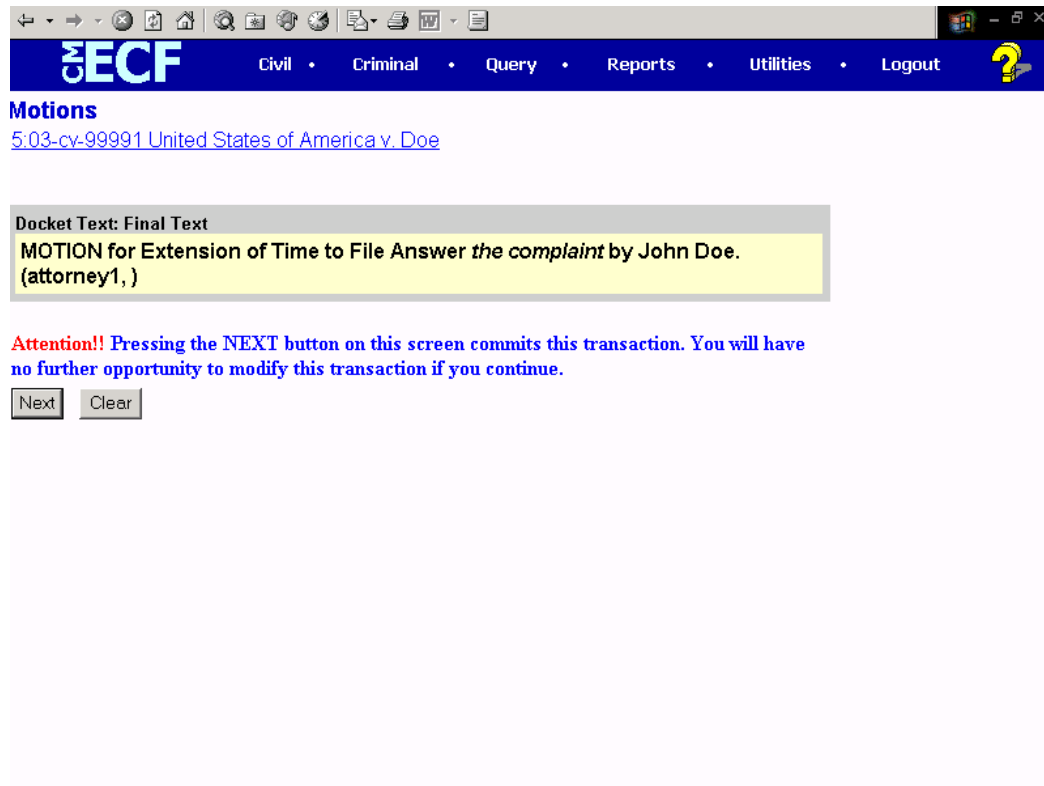
Click on the button shown to open a modifier drop-down list. Select a modifier if appropriate.



Click in the open text area to type additional text for further description of the pleading. **This entry should closely resemble the 'title' of the pleading you are filing.**

7. File the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the [Back] button to find the screen you wish to alter.



The screenshot shows a web browser window with the ECF (Electronic Case Filing) interface. The top navigation bar is blue with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "5:03-cv-99991 United States of America v. Doe". The main content area displays a "Docket Text: Final Text" section with a yellow background. The text in this section reads: "MOTION for Extension of Time to File Answer *the complaint* by John Doe. (attorney1,)". Below this text, there is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom of the warning, there are two buttons: "Next" and "Clear".

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Note: At any time prior to this step, you can **abort** the ECF filing by clicking on any hyperlink on the blue ECF menu bar. ECF will reset to the beginning of the process you just selected.

- Click on the [Next] button to **file** the pleading.

8. **Notice of Electronic Filing.**

ECF opens a new window displaying the Notice of Electronic Filing or NEF.



- The screen depicted above provides confirmation that this pleading is now filed and an official Court document. **This is the file stamp.** It also displays the date and time of your transaction and the number that was assigned to your document. You should note this document number.
- Select **[Print]** on the Toolbar to print this Notice of Electronic Filing (NEF).

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you retain a copy for your files.

- The ECF System will electronically transmit this **Notice of Electronic Filing (NEF)** to the attorneys in the case who have supplied their E-mail addresses to the Court. This NEF also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. **It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.**

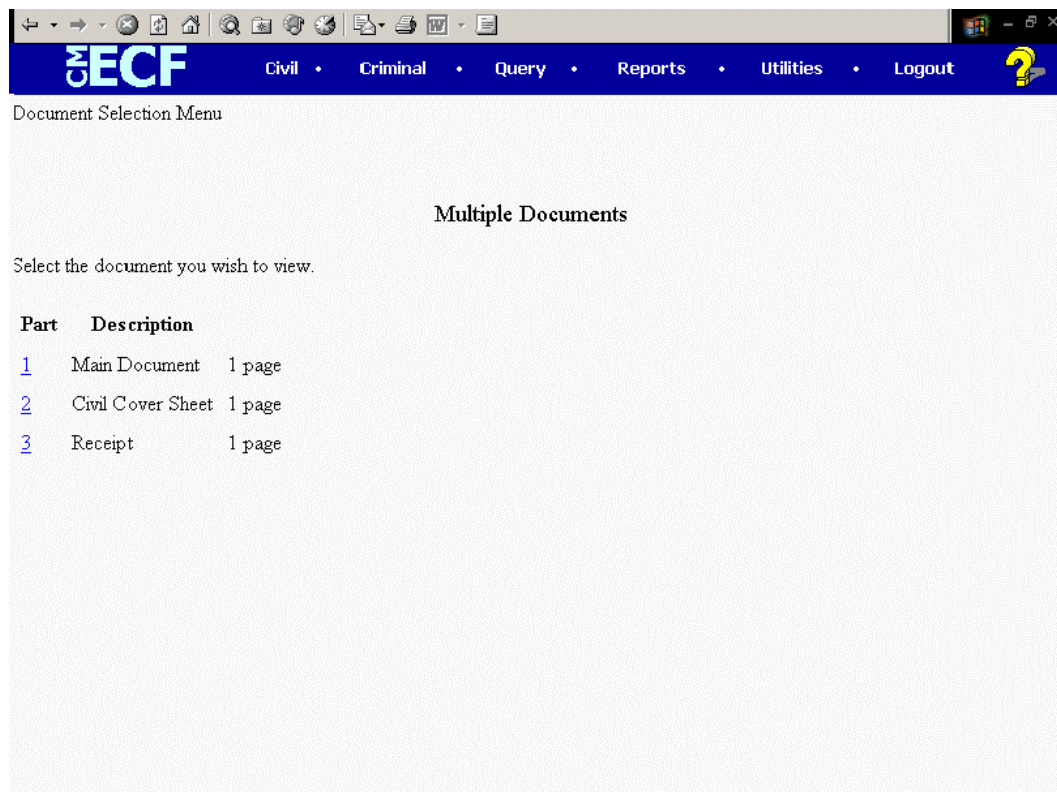
E-Mail Notification of Documents That Were Filed.

After a pleading is electronically filed in a Civil case, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys who have supplied their e-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyper-linked document number embedded in the **Notice of Electronic Filing**.

The Court strongly urges you to retain a copy of the **Notice of Electronic Filing and** save the **Document** to your hard-drive for future access. Subsequent retrieval of the case docket sheet and any pleadings from ECF must be made through PACER and are subject to regular PACER fees.

To View Filings That Have Attachments or Exhibits.

If attachments or exhibits accompany the document being filed, when you click on the 'document' link from the NEF, you will get the screen depicted below.



To view the main pleading, click on #1 - Main Document. After viewing the main pleading, use your browser **[Back]** button to get back to this screen so that you can click on #2 – first attachment. If you close the window shown above, you have exited from your free look. The next time you click on the hyperlink to view the document, you may be prompted for your PACER login.

Filing Documents for Criminal Cases.

There are nine basic steps involved in filing a criminal document:

- 1) Select the type of document to file;
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant(s) that the filing relates to; (only if multi-dft case)
- 4) Designate the party(ies) filing the document;
- 5) Specify the PDF file name and location for the document to be filed;
- 6) Add attachments, if any, to the document being filed;
- 7) Modify docket text as necessary;
- 8) File the pleading to ECF; and
- 9) Receive Notification of Electronic Filing (NEF).

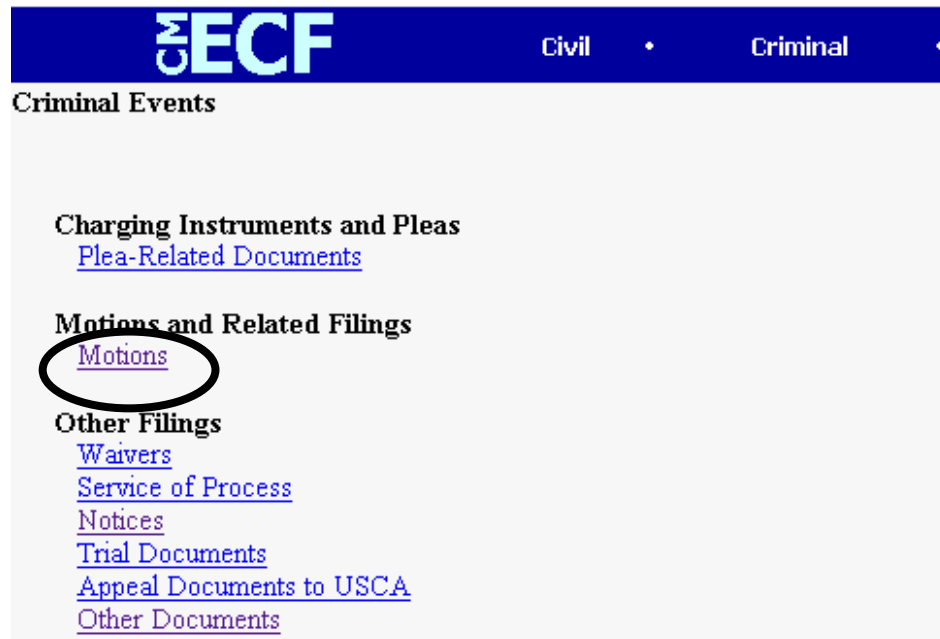
After successfully logging into ECF, follow these steps to file a pleading.



1. Select the type of document to file.

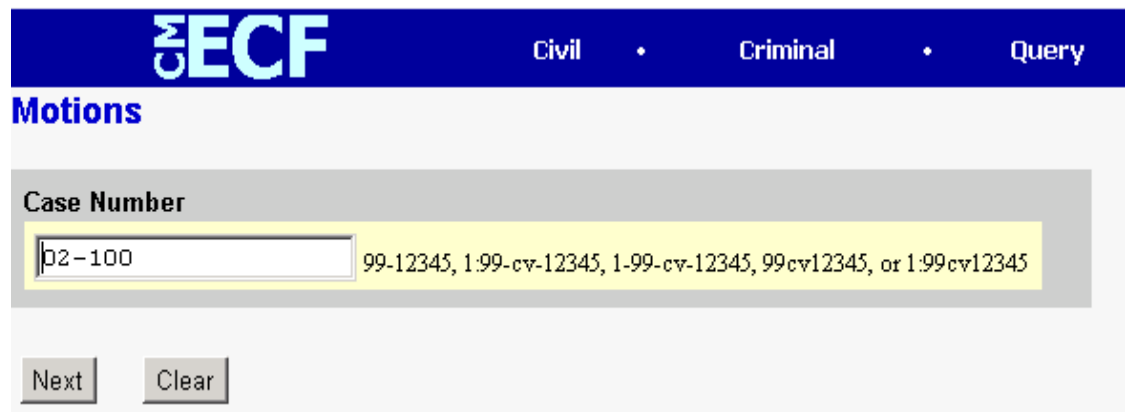
Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**.



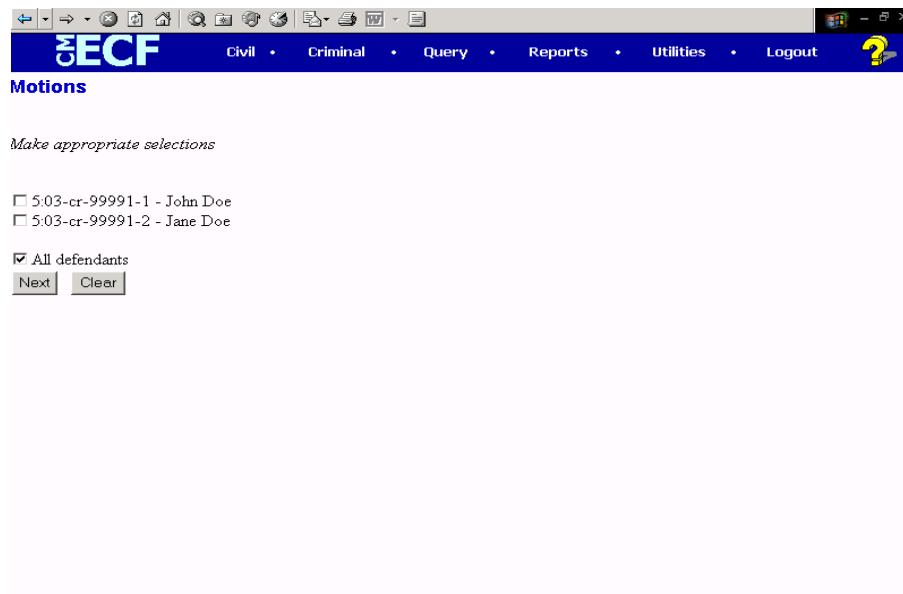
2. Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on [Next].

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. Below the header is a section titled "Motions". Inside this section is a form with a label "Case Number" above a text input field. The input field contains the text "02-100". To the right of the input field is a yellow tooltip box containing the text "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

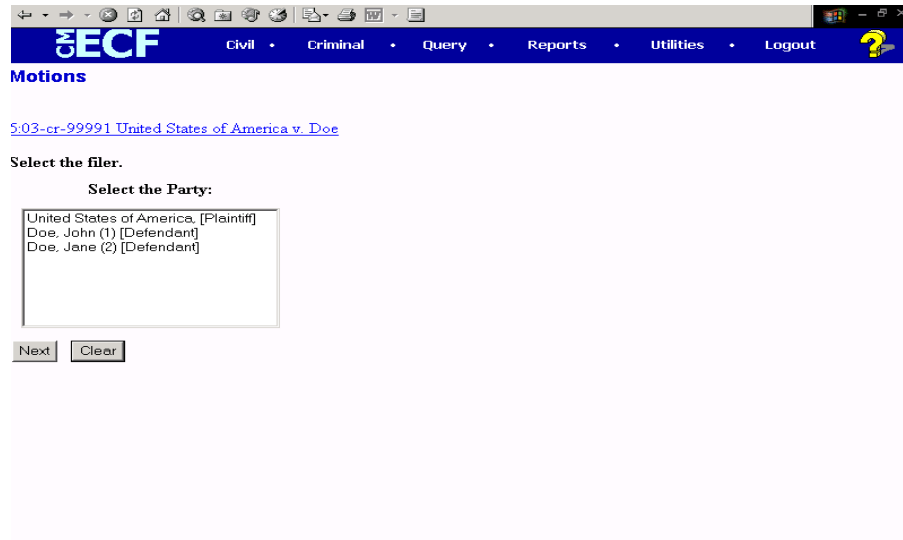
- If the number is entered incorrectly, click [Clear] to re-enter. If the computer prompts that you entered an invalid case number, click on [Back] to re-enter.
- When the case number is correct, click on [Next]

3. Designate the defendant(s) that the filing relates
(This screen only appears in Multi-Defendant Cases)

The screenshot shows the ECF interface with the "Motions" section. Below the "Motions" title is the instruction "Make appropriate selections". There are two checkboxes for selecting defendants: "☐ 5:03-cr-99991-1 - John Doe" and "☐ 5:03-cr-99991-2 - Jane Doe". Below these is a checked checkbox: "☒ All defendants". At the bottom of the selection area are two buttons: "Next" and "Clear".

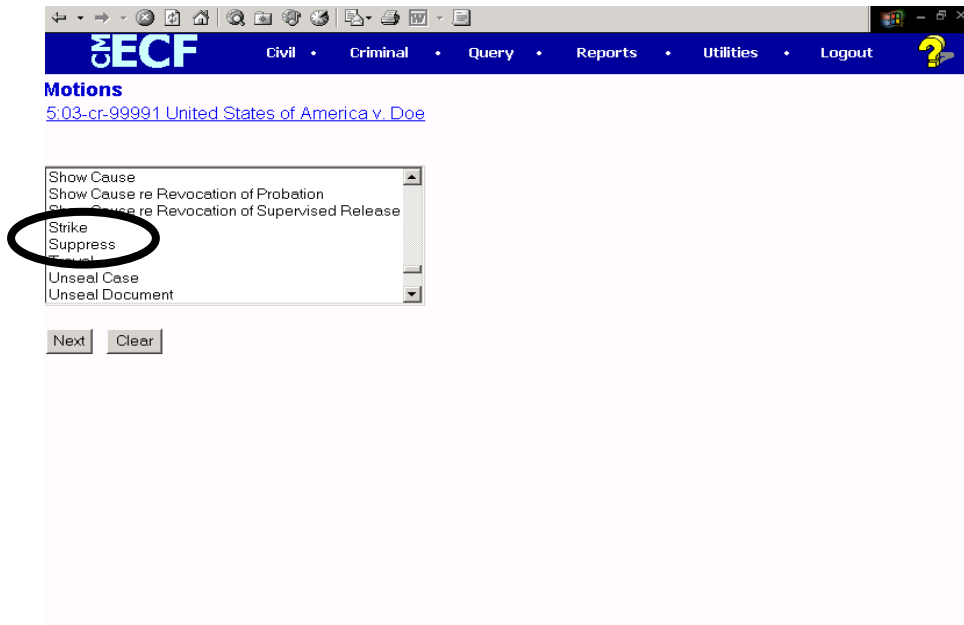
Click in the boxes to place a check next to each defendant that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants click on [Next].

4. Designate the party(ies) filing the document.



The screenshot shows the ECF (Electronic Case Filing) interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main heading is 'Motions'. Below this, there is a link for '5:03-cr-99991 United States of America v. Doe'. The instruction 'Select the filer.' is followed by a 'Select the Party:' label and a dropdown menu. The dropdown menu is open, showing the following options: 'United States of America, [Plaintiff]', 'Doe, John (1) [Defendant]', and 'Doe, Jane (2) [Defendant]'. Below the dropdown menu are 'Next' and 'Clear' buttons.

Highlight the name of the party or parties filing the motion. Click on the [Next] Button.



The screenshot shows the ECF interface with the 'Motions' heading and the case link '5:03-cr-99991 United States of America v. Doe'. The 'Show Cause' dropdown menu is open, displaying a list of motion types: 'Show Cause', 'Show Cause re Revocation of Probation', 'Show Cause re Revocation of Supervised Release', 'Strike', 'Suppress', 'Seal', 'Unseal Case', and 'Unseal Document'. The 'Suppress' option is highlighted with a black oval. Below the dropdown menu are 'Next' and 'Clear' buttons.

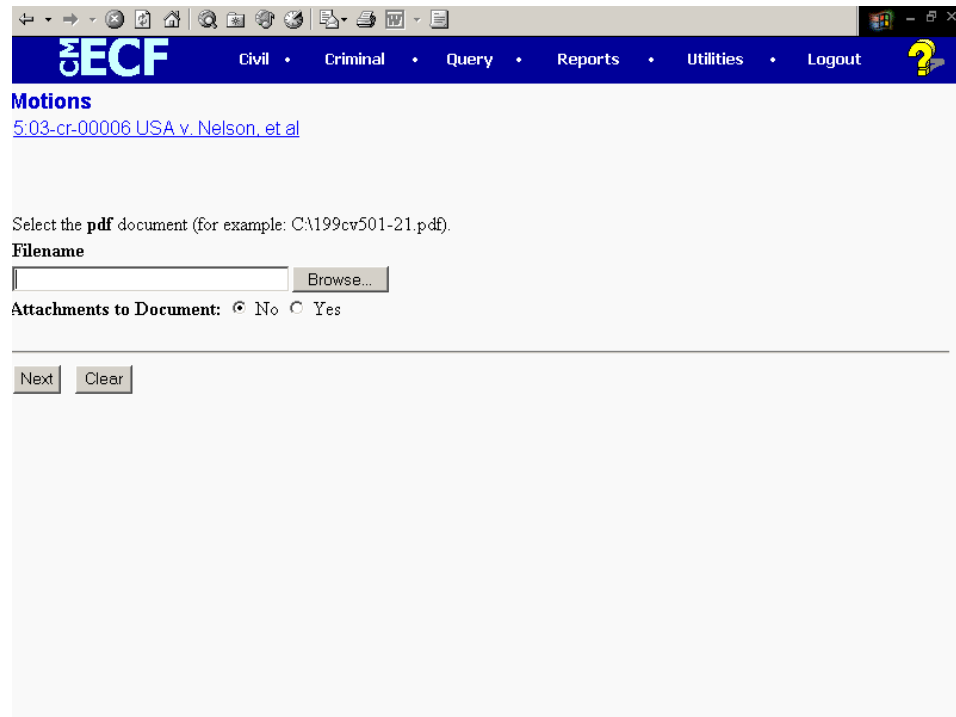
The **Motions** Screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion you wish to file. For this demonstration highlight **Suppress** and click on [Next].

Note: If you are asking for multiple ‘reliefs’ in one motion, you must select each ‘relief’ from this menu. To select more than one ‘relief’ press and hold down the **Ctrl** key, and click on each of the desired choices.

5. Specify the PDF file name and location for the document to be filed.

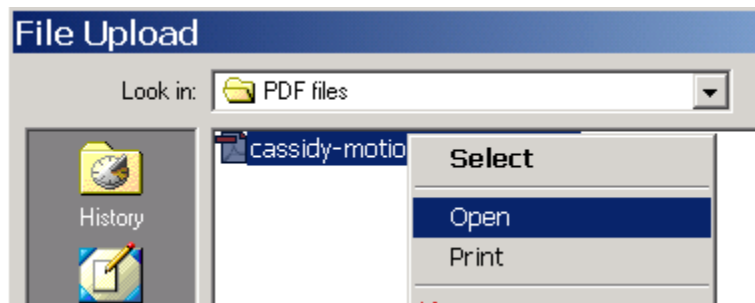
ECF displays the screen depicted below for locating and entering the PDF document (pleading) that you are filing.

Note: All documents that you intend to file in ECF **MUST** be in **.PDF** format and less than 2 megabytes in size otherwise ECF will not accept the document.



- Click on the **[Browse]** button.
- Navigate to the appropriate directory to select the PDF document you wish to file.
- Highlight the file to upload to ECF.
- Right mouse click on the document you plan to file.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. This allows you to view the document to verify that a) you are attaching the correct document for filing and b) that the signature block is correct.



- Once you have verified the document is correct, close the PDF viewer and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

- If there are no attachments/exhibits to the motion, click on **[Next]**. A new **Motions** window opens. Go to **Section 7**, “Modifying Docket Text,” to proceed with your filing.
- If you have attachments/exhibits to your motion, you will select **Yes** on the screen depicted above. Click on **[Next]** and proceed to the first step in **Section 6**, “Add Attachments/Exhibits to Documents Being Filed.”

6. Add attachments/exhibits to documents being filed.

If you have indicated 'yes' there are attachments/exhibits to the document you are filing, you will get the screen depicted below.

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page title is "Complaints and Other Initiating Documents" and the case name is "5:03-cv-09991 United States of America v. Doe".

The main content area is titled "Select one or more attachments." and contains three instructions:

- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- 2) At your option, select a document type and/or enter a description.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The form includes a "Filename" input field with a "Browse..." button. Below this is a "Type" dropdown menu and a "Description" input field. The "Description" field has a red instruction: "Please number each attachment (i.e., 1 - Smith Deposition)".

At the bottom, there is a list box containing the filename "C:\temp\exhibit 1.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". Below the list box is a "Next" button.

- Click on **[Browse]** to search for the document file name of the attachment/exhibit.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection. These words will be added as part of the description. Do not repeat them in the 'Description'.
- Always describe the attachment/exhibit. Click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new screen opens to display the file name of the newly attached document.

This screenshot shows the same ECF system interface as the previous one, but with the filename "C:\temp\exhibit 1.pdf" entered in the list box. The "Add to List" button is now disabled, and the "Remove from List" button is active. The "Next" button remains at the bottom.

- Repeat the sequence for each additional attachment/exhibit.
- After adding all of the desired attachments/exhibits, click on **[Next]**.

When Attachments And Exhibits Cannot Be Filed Electronically.

Documents, attachments or exhibits that cannot be filed electronically will need to be filed conventionally. Follow the procedures outlined in our Policy & Procedure Manual for ‘Conventional Filings’.

Note: Documents that exceed the 2-megabyte file size limit will need to be divided into smaller files before the ECF System will accept them.

7. Modify docket text.

Click on the down arrow to open a modifier drop-down list. Select a modifier if appropriate. Click in the open text area to type additional text for the description of the pleading. (see Civil instructions, page 19 for screen depiction)

8. File the Pleading.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the Docket Sheet.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the toolbar to find the screen you wish to alter.

The screenshot shows a web browser window with the ECF (Electronic Case Filing) system interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is titled 'Motions' and displays the docket text for a case: '5:03-cr-99991 United States of America v. Doe'. The docket text is: 'Docket Text: Final Text MOTION to Suppress by John Doe, Jane Doe. (Attachments: # (1) Appendix) (attorney2,)'. Below the docket text, there is a red warning message: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' At the bottom, there are two buttons: 'Next' and 'Clear'.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Note: At any time prior to this step, you can **abort** the ECF filing by clicking on any hyperlink on the blue ECF menu bar. ECF will reset to the beginning of the process you just selected.

- Click on the [Next] button to file the pleading.

9. Notice of Electronic Filing.

ECF opens a new **Motions** window displaying an ECF filing receipt.



- The screen depicted above provides confirmation that this pleading is now filed and an official Court document. **This is the file stamp.** It also displays the date and time of your transaction and the number that was assigned to your document. You should note this document number.

- Select **[Print]** on the Toolbar to print this Notice of Electronic Filing (NEF).

Note: The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you retain a copy for your files.

- The ECF System will electronically transmit this **Notice of Electronic Filing (NEF)** to the attorneys in the case who have supplied their E-mail addresses to the Court. This NEF also displays the names and addresses of individuals who will not be electronically notified of the filing. **It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.**

E-Mail Notification of Documents That Were Filed.

After a pleading is electronically filed in a Criminal case, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys who have supplied their e-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in criminal cases via the Internet. Attorneys in multi-defendant cases can only view, those filings that relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing, and meet the criteria listed above, are permitted remote access to the document by clicking on the associated hyper-linked document number embedded in the **Notice of Electronic Filing**.

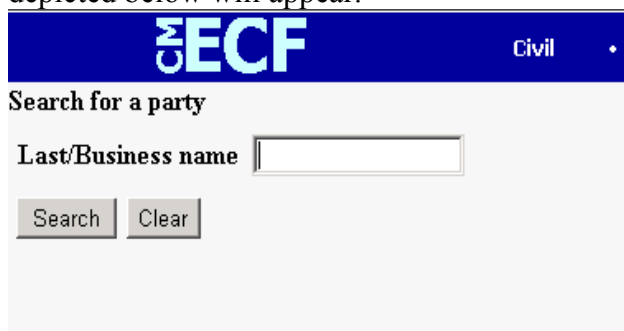
The Court strongly urges you to retain a copy the **Notice of Electronic Filing** and save the **Document** to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from ECF must be made through PACER are subject to regular PACER fees.

To View filings that have attachments or exhibits.

See page 22 of this document for an example.

Add/Create a New Party.

In rare cases you may need to add a party to the ECF System. If the party you represent is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The screen depicted below will appear.



ECF Civil

Search for a party

Last/Business name

You must first perform a search to see if your party is already entered into the ECF System. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party's **Role** in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**.


ECF displays the following screen:

The screenshot shows the ECF system interface. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page title is "Party Information 2/9/2002". The form contains various input fields: Last name (Smith), First name, Middle name, Generation, Title, SSN (222-11-1234), Tax ID, Role (Defendant (dft:pty)), Pro se (no), Office, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, Party text, and Start date (2/9/2002). At the bottom are three buttons: Submit, Cancel, and Clear.

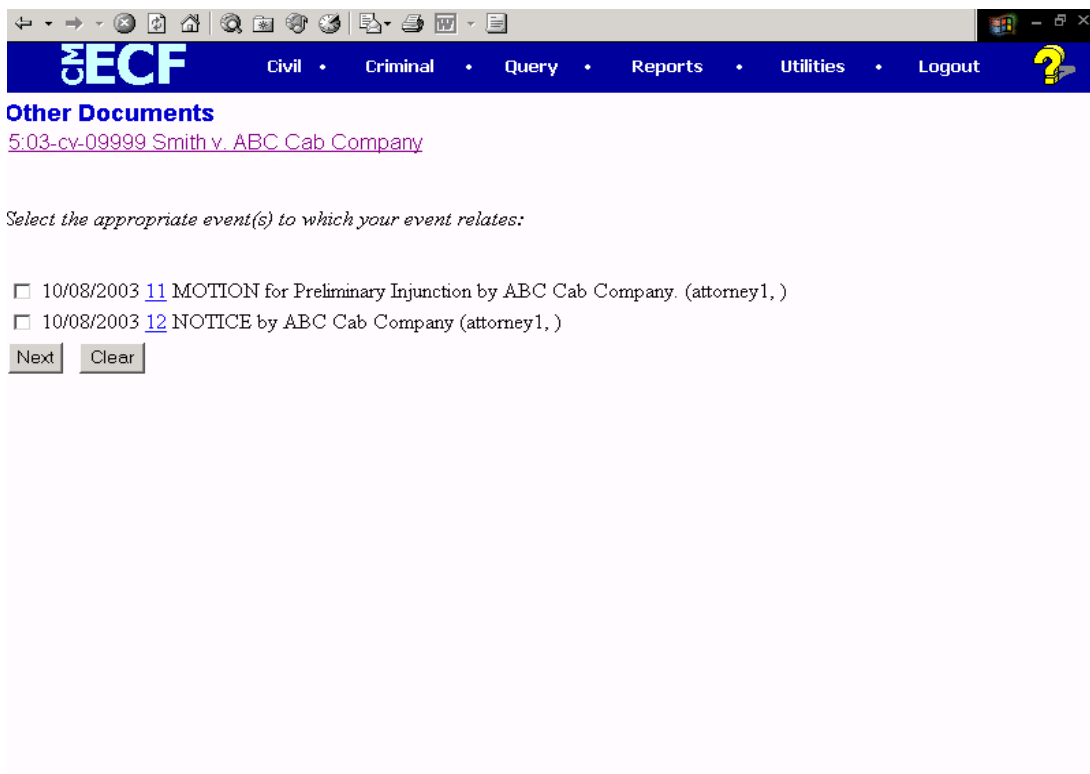
- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.
- For an individual, fill out the **Last Name, First Name, Middle Name, and Generation** fields only. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.
- **Leave all other fields blank.**

Linking Documents.

Some pleadings such as Briefs and Indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.



An “event” in ECF is anything that has been previously filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click [Next].



From the list of previously filed documents, click the checkbox for the document you wish to link to and then click [Next].

Query Feature.

Registered participants should use the Query feature to research the Electronic Case Filing (ECF) System for specific case information. To enter the Query mode, click on **Query** from the blue menu bar of ECF.

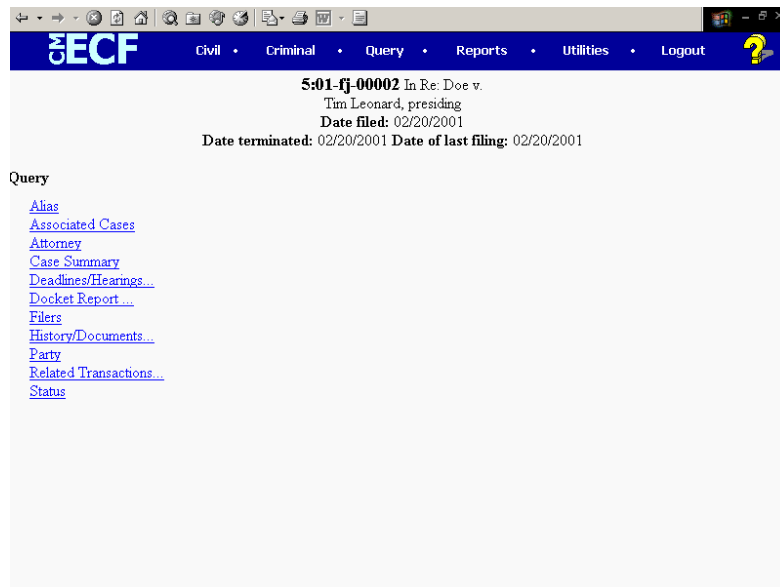


ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below.

A screenshot of the ECF system's Query data entry screen. The screen has a blue header bar with the 'ECF' logo and a menu: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, the word 'Query' is written in blue. The main content area is a yellow box titled 'Search Clues'. Inside this box, there are several search criteria fields: 'Case Number' with a text input and examples '(Examples: 99-500, 1:99cv500)'; 'Filed Date' with two date input fields and a 'to' separator; 'Last Entry Date' with two date input fields and a 'to' separator; 'Nature of Suit' with a dropdown menu showing options '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'; 'Last Name' with a text input and examples '(Examples: Desoto, Des*t)'; 'First Name' with a text input; 'Middle Name' with a text input; and 'Type' with a dropdown menu. Below these fields are two buttons: 'Run Query' and 'Clear'.

If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen shown on the next page.



You may also query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns the screen shown below. Select the correct name from this screen.



If you click on the name of the party, ECF will then open the query menu screen as shown above.

If the individual is a party to more than one case, ECF will open a screen listing all of the associated cases.

At the top of the Query Screen Window, ECF displays the case number, case title, and the date that the initial claim was filed. You may choose to view specific case information from the list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney.

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary.

Provides a summary of current case-specific information as represented below.

Deadlines/Hearings.

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines.

Docket Report.

When you select Docket Report, ECF opens a screen where you may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to the entire docketing report. After you have selected the parameters for your report, click on the **[Run Report]** button. The document numbers in the middle column of are hyperlinks to PDF files of the actual documents.

History/Documents.

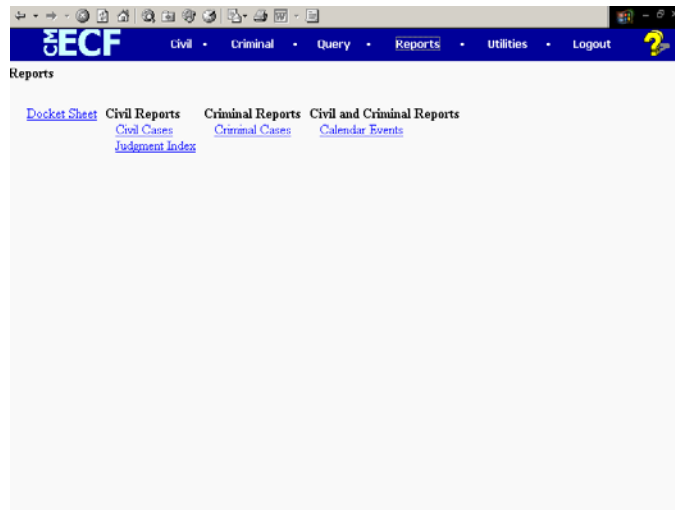
This selection queries the database for case event history and documents associated with the case. You may select the sort order for the query report and choose to view all events or only those with documents attached. ECF also offers you the option to display the docket text in the report. After making your selections, click on the **[Run Query]** button.

Other Queries.

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature.

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the blue menu bar, ECF opens the **Reports** screen depicted below.



If you select **Cases Filed** or **Docket Sheet** from this screen, ECF will ask you to login to PACER. You may view **Calendar Events** for a case without logging into PACER.

Docket Sheet.

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

A screenshot of the ECF Docket Sheet query window. The browser's address bar shows the ECF website. The page has a blue header with the ECF logo and a navigation menu with links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the header, the page title is "Docket Sheet". The form contains several fields and options: "Case number" with a text input field; "Filed" and "Entered" radio buttons, with "Filed" selected; a date range field showing "1/1/1970" to "4/19/2004"; "Documents" with a text input field and a "to" label; checkboxes for "Include terminated parties" (checked), "Include links to Notice of Electronic Filing" (unchecked), and "Include List of Parties and Counsel" (checked); a "Sort by" dropdown menu with "Oldest date first" selected; and a "Run" button. Below the "Run" button, there is a small table with two rows: "Oldest date first" and "Most recent date first".

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report.

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code.

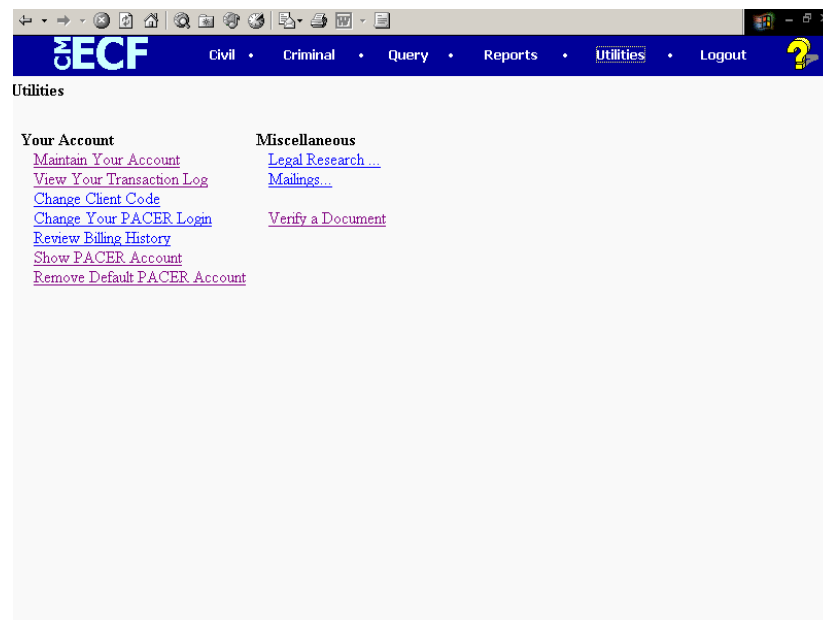
Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Utilities Feature.

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.

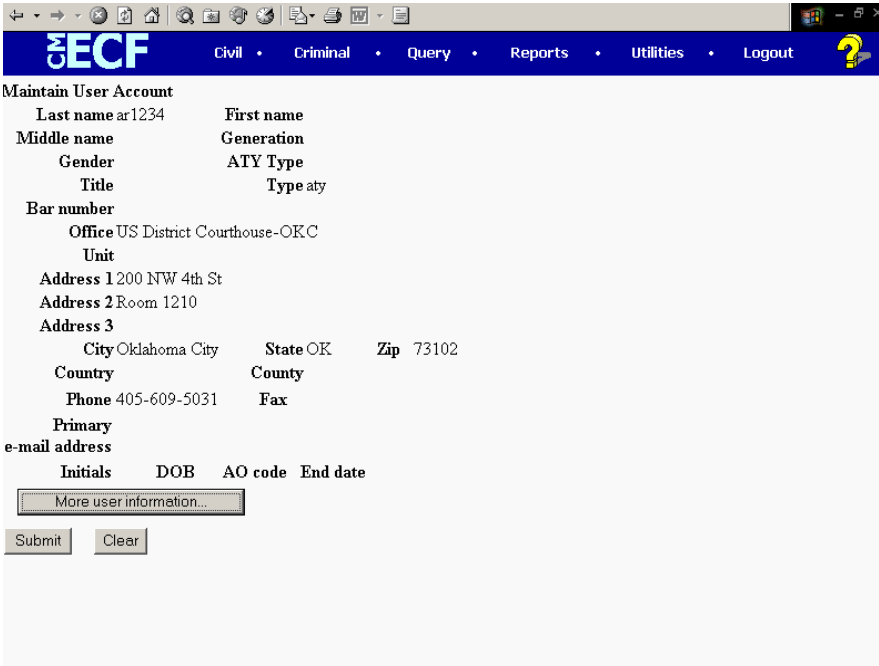


Your Account.

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

Maintain Your Account.

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.



The screenshot shows a web browser window with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main heading is "Maintain User Account". The form contains the following fields:

Last name	ar1234	First name	
Middle name		Generation	
Gender		ATY Type	
Title		Type aty	
Bar number			
Office	US District Courthouse--OKC		
Unit			
Address 1	200 NW 4th St		
Address 2	Room 1210		
Address 3			
City	Oklahoma City	State	OK
Zip	73102		
Country		County	
Phone	405-609-5031	Fax	
Primary e-mail address			
Initials	DOB	AO code	End date

Below the fields are three buttons: "More user information..." (highlighted), "Submit", and "Clear".

This screen displays all of the registration information that is contained within the ECF database for your account with the Court.

To change your password or view login information about your account, select the button labeled **[More User Information]**. ECF opens the screen shown on the next page.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

More User Information for attorney1

Login attorney1 Last login 10-14-2003 16:10

Password ***** Current login 10-17-2003 16:10

Prid 424133 Create date 10/13/2003

Registered Y Update date 10/13/2003

Groups Attorney

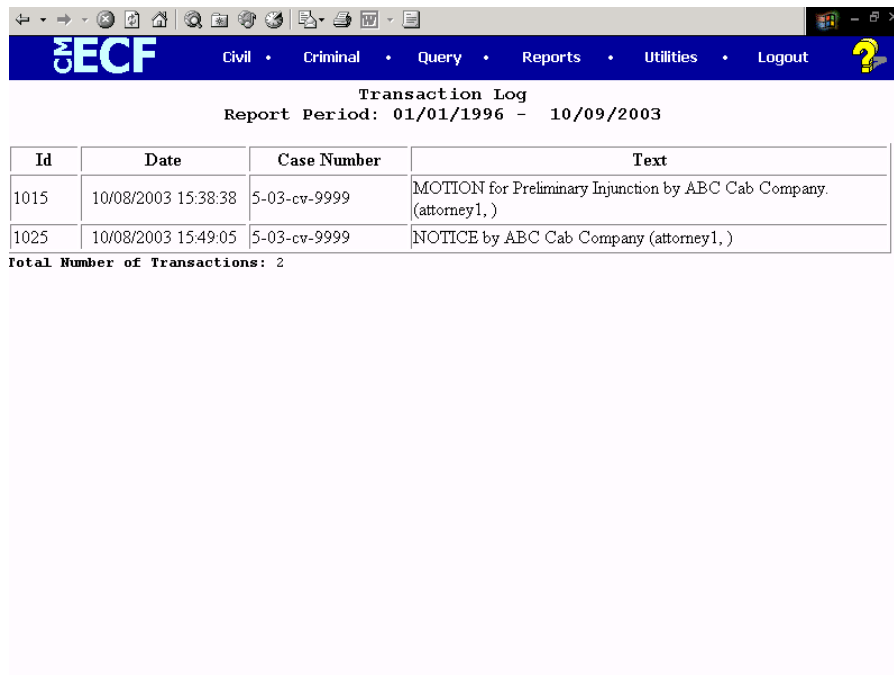
Return to Account screen Clear

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks.

Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. Click on the **[Submit]** button at the bottom of the **Maintain User Account** screen and then click **[Submit]** again to save your changes to ECF. The next screen notifies you that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log.

From the **Utilities** screen, click on the **View your Transaction Log** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for the “Date Selection Criteria”. Below is a sample transaction log report.



Transaction Log			
Report Period: 01/01/1996 - 10/09/2003			
Id	Date	Case Number	Text
1015	10/08/2003 15:38:38	5-03-cv-9999	MOTION for Preliminary Injunction by ABC Cab Company. (attorney1,)
1025	10/08/2003 15:49:05	5-03-cv-9999	NOTICE by ABC Cab Company (attorney1,)

Total Number of Transactions: 2

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous.

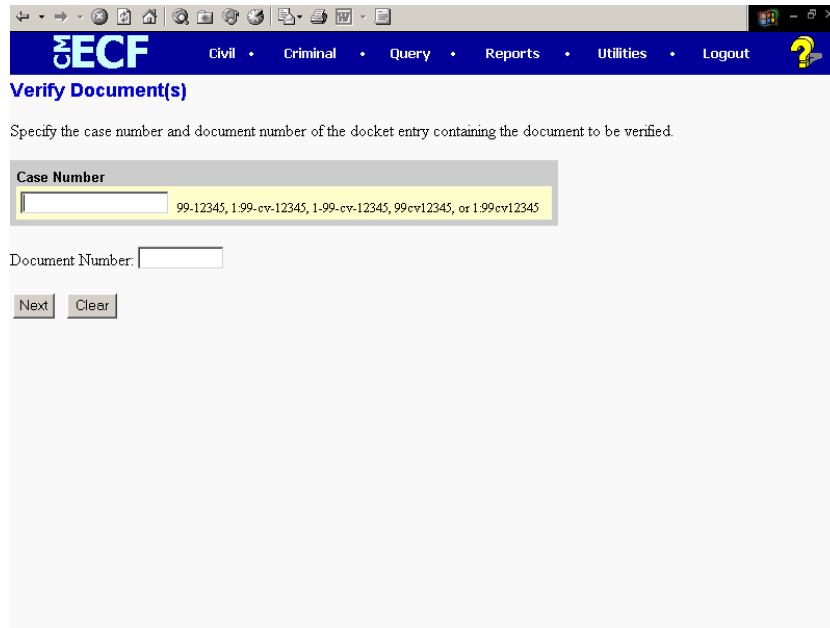
ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

Legal Research: opens a screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

Mailings: opens a screen for requesting mailing information for participants and from cases on the ECF System. **Mailing Info for a Case** gives you information you may find helpful when completing a “certificate of service”.

Verify a Document: opens the query screen shown on the next page. Enter the case number and document number to generate the electronic file stamp for that particular document. This is helpful if you forgot to retain a copy of a NEF for a document when you received it via E-Mail notification.



ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Verify Document(s)

Specify the case number and document number of the docket entry containing the document to be verified.

Case Number
99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99-cv12345

Document Number:

Next Clear

Logout.

After you have completed all of your transactions for a particular session in ECF, you should logout from the system.



Click on the **Logout** hyperlink from the ECF blue menu bar. ECF will log you out of the system and return you to the ECF login screen.